

DD/S 68.3780

24 July 1968

MEMORANDUM FOR: Deputy Director for Support

ATTENTION : Special Assistant to the Deputy Director for Support

SUBJECT : Career Management

REFERENCE : Memo frm SA/DDS, dated 18 Jul 68, Subj as above

As requested, replies to the career management questions posed in the referent memorandum follow. Replies follow the order of questions and sub-questions as listed.

A. Career Board/Panel

1. The Medical Career Board is presently composed of the following SD:SM officials:

Deputy Director of Medical Services	Chairman
Deputy Director of Research & Development, DDS&T	Voting Member
Chief, Life Sciences Division, Office of Scientific Intelligence	Voting Member
Chief, Clinical Division	Voting Member
Chief, Psychiatric Staff	Voting Member
Chief, Operations Division	Voting Member
Chief, Assessment & Evaluation Staff	Voting Member
Chief, Field Support Staff	Voting Member
Executive Officer, Office of Medical Services	Voting Member
Chief, Support Division	Voting Member
Personnel Officer, Office of Medical Services	Executive Secretary

There are also three (3) panels each composed of three (3) officials appropriate to the particular panel and designated by name:

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Panel A - Medical Officer Panel
Panel B - Psychologist Panel
Panel C - Medical Technician and Medical
Service Officer Panel

A fourth panel (for Clerical Personnel) is presently being considered.

2. Career Board meets quarterly and Panels meet as often as required which is usually more frequently than quarterly.

3a. Following matters are within the purview of the Career Board:

(1) Advice to the D/MS on medical career program and personnel management.

(2) Establishment and monitoring of the broad policy aspects of the Agency medical personnel program.

(3) Review of the policies and procedures pertaining to the recruitment and selection of medical personnel (at least annually).

(4) Review of the policies and procedures pertaining to the training of medical personnel (at least annually).

b. Panels perform following functions:

(1) Recommend to the D/MS the appointment of Reserve, Staff and Career Employees.

(2) Review assignment recommendations and submit recommendations to the D/MS.

(3) Recommend training.

(4) Review promotion recommendations, conduct competitive evaluations at least annually, and submit recommendations to the D/MS for promotion.

(5) Submit recommendations for career development.

4. Roles of the Career Board and Panels are advisory.

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B. Career Planning

1. Essentially, career planning for SD:SM individuals takes the form of preparing these individuals to meet present and future assignment requirements. The relative small size of the Medical Career Service allows little room for other than ad hoc planning. A typical example in this respect is the selection of a basic Medical Officer who has performed well in an overseas assignment for external residency training in internal medicine or psychiatry.

2. In appropriate cases, such as the above example, the individual is made clearly aware of plans for his training and future assignments.

3. Typically, individual career plans are used in connection with training, such as the Mid Career Course.

4. An employee is notified as far in advance as possible that he is being considered for an assignment. This is normally done by the Personnel Officer through informal discussion with the individual and in an effort to give appropriate consideration to his personal, career and family interests as well as the interests of the Agency. Once these interests are reconciled the assignment nomination is submitted through the appropriate panel to the D/MS for approval.

C. Career Management

1. Selection processes for

a. Promotion:

Personnel are competitively evaluated at least annually by the appropriate panel. Panel considers all available data including current recommendations for promotion. Results of panel evaluations are submitted to the D/MS.

b. External training, including Senior Schools:

External professional training normally is arranged by the D/MS directly with the individual concerned. Supervisors recommend personnel for Senior Schools at the periodic callof the OMS Training Officer for such nominations.

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c. Internal training, Mid Career and other courses:

Supervisors submit recommendations at the call of the OMS Training Officer.

2. There is no Medical Service policy on intra-Support Career Service rotation. Any case would be considered on an ad hoc basis.

3. In planning rotation to designated positions outside the immediate OMS, the same procedure mentioned in B4 above is followed. Vacancies for higher graded positions, e.g., GS-10 and above for Medical Technicians, are normally publicized to eligible personnel who are thus given an opportunity to request such assignments.

4. The periodic competitive evaluations are the primary means for identifying promising employees. Results of these are carefully reviewed by senior management. Grade levels GS-7 through GS-14 are involved. Senior management also reviews all SD:SM Fitness Reports. These, Quality Step Increases, and periodic inspection trips are some of the other means used to identify promising employees.

5. The careers of identified promising employees ("comers") are managed essentially as outlined above for all SD:SM personnel.

D. Statistics for FY 1968

1. Five (5) SD:SM personnel changed designation to another Career Service:

IP	- 2
D	- 1
SP	- <u>1</u>
ID	- <u>1</u>

Total 5 4

2. Two (2) transfers were accepted into the Medical Career Service:

ST	- <u>1</u>
D	- <u>1</u>


Total 2 /

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3. Two (2) medical careerists rotated to positions
outside of component:

SSS - 1
NPIC - 1

Total 2


for JOHN R. TIETJEN, M. D.
Director of Medical Services

cc: DD/S

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